



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: ATTENDANCE RECORDS
POLICY**

Number:

94/8

Date Issued:

June 9, 1994

Cancelled Effective:

The purpose of this Administrative Bulletin (AB) is to amend AB 92/37 and to include Collective Bargaining Identifier (CBID) 06; represented and nonrepresented; employees in the policy regarding attendance records and to reiterate the attendance reporting policy for all other California Department of Corrections (CDC) employees.

ATTENDANCE RECORDS POLICY

The Department of Personnel Administration Rules Sections 599.665 and 599.702 require departments to maintain complete and accurate time and attendance records for each employee.

All CDC employees are to be paid accurately and on a timely basis. This policy establishes a time frame for submitting attendance records to the personnel office in order to issue supplemental pay accurately and in a timely manner to CDC employees.

It is the Department's goal to simplify the attendance process and to incorporate one form that will be accurate and effective in providing a true attendance record.

All employees will report their attendance on a CDC Form 998-A, Employee's Attendance Record and PALS Worksheet (Attachment). The CDC Form 634 has been eliminated.

If the CDC Form 998-A is not received in the time frame of three working days after the end of the affected pay period, CDC will take appropriate action. Action will be taken in the following methods: for CBID 06 employees, accounts receivables will be established in accordance with their contract; and for all other staff, supplemental pay (overtime and intermittent payroll) will be withheld on the employee until a fully executed CDC Form 998-A is received by the personnel office. If there is no supplemental pay to be withheld, an Accounts Receivable will be initiated in accordance with the employee's bargaining unit contract or the Government Code.

ANCILLARY STAFF REPORTING PROCEDURES

All administrative, parole, and ancillary staff will manually post their attendance on a CDC Form 998-A and submit it to their immediate supervisor on or before payday. All employees covered under the Fair Labor Standards Act (FLSA) are required to complete in and out times for every day worked and to post any time off or extra hours worked. Employees who are not covered under FLSA are only required to post any time off or extra hours worked unless otherwise directed. The supervisor will audit the CDC Form 998-A for completeness and accuracy. The supervisor will then sign and date the CDC Form 998-A and return it to their unit timekeeper who will take it to the personnel office no later than the third working day following



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: ATTENDANCE RECORDS
POLICY**

Number:

94/8

Date Issued:

June 9, 1994

Cancelled Effective:

- 2 -

the pay period. If an employee's CDC Form 998-A is not received in the personnel office by the third working day, supplemental pay will be held. If there is no supplemental pay to withhold, an Accounts Receivable will be initiated. It is recommended that unit timekeepers keep a copy of what was submitted to personnel.

CBID 06

All CBID 06 employees will be required to submit a CDC Form 998-A for time off with the exception of preapproved vacation, holiday, and personal leave.

POST ASSIGNMENT EMPLOYEES

All CBID 06 employees who are in the Personnel/Post Assignment System (PPAS) will receive a computer generated CDC Form 998-A on pay day (distribution procedures will be established at each facility). The CDC Form 998-A will be produced by the custody timekeeper five working days prior to the end of the pay period. Consequently, any time taken after the date the form is generated **MUST** be manually entered on the CDC Form 998-A by the employee. The employee will then sign and date their CDC Form 998-A and forward it with the appropriate supporting documentation for specific leave usage to their supervisor for approval. The supervisor will then verify the time claimed, sign and date the CDC Form 998-A, and return it to the employee. The employee is responsible for returning the CDC Form 998-A to the custody timekeeper **on pay day or no later than the third working day** of the new pay period. The supervisor may choose to turn in the CDC Form 998-A for their staff and must do so by the third working day. The timekeeper will then review the CDC Form 998-A and verify that time reported for the last five days of the pay period agrees with the information that was entered in PPAS from the sign-in (FLSA/Watch) sheets. The custody timekeeper will then submit the CDC Form 998-A to personnel no later than the close of business on the third working day after pay day.

NONPOST ASSIGNMENT EMPLOYEES

All employees whose attendance is not captured on the PPAS will be required to manually complete a CDC Form 998-A recording all hours worked, leave credits used, and additional hours worked during the pay period. The completed form must be submitted to the employee's supervisor **on pay day** (or no later than the third working day in the new pay period if absent from work on pay day). The supervisor will verify the time claimed, sign the CDC Form 998-A, and return it to the employee. The employee is responsible for returning the CDC Form 998-A to their timekeeper **on pay day** or no later than the third working day of the new pay period. The



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: ATTENDANCE RECORDS
POLICY**

Number:

94/8

Date Issued:

June 9, 1994

Cancelled Effective:

- 3 -

supervisor may choose to turn in the CDC Form 998-A for their staff and must do so by the third working day.

RECOVERY OF FUNDS FOR OUTSTANDING CDC FORM 998-A'S

If a required CDC Form 998-A is not received in the personnel office by the third working day, the timekeeper will process the outstanding CDC Form 998-A listing from PPAS for personnel by the fifth working day. On the fifth working day, delinquent notices will be issued for all employees who have outstanding CDC Form 998-A's. These delinquent notices will be mailed to the employee's home address on the fifth working day and will serve as

notification that an accounts receivable will be established to recover funds for the time off that is not documented with a CDC Form 998-A. The employee will be given 15 days from the date of the delinquent notice to return their CDC Form 998-A to personnel. If personnel does not receive the CDC Form 998-A by the close of business on the 15th day, an Accounts Receivable will be established. After this date, the ACCOUNTS RECEIVABLE WILL **NOT** BE REVERSED.

DEADLINES

The schedule for the CBID 06/Custody CDC Form 998-A process is as follows for 1994:

<u>Pay Period</u>	<u>Custody 998-A Produced</u>	<u>Payday</u>	<u>3rd W/Day</u>	<u>5th W/Day</u>	<u>AR's Established</u>
10/93	10/26/93	11/01/93	11/04/93	11/05/93	11/18/93
11/93	11/23/93	12/01/93	12/06/93	12/08/93	12/22/93
12/93	12/27/93	12/31/93	1/05/94	1/07/94	1/21/94
1/94	1/25/94	1/31/94	2/03/94	2/07/94	2/18/94
2/94	2/23/94	3/01/94	3/04/94	3/08/94	3/21/94
3/94	3/25/94	3/31/94	4/05/94	4/07/94	4/21/94
4/94	4/25/94	4/29/94	5/04/94	5/06/94	5/20/94
5/94	5/25/94	5/31/94	6/03/94	6/07/94	6/21/94
6/94	6/24/94	6/30/94	7/06/94	7/08/94	7/22/94
7/94	7/26/94	8/01/94	8/04/94	8/08/94	8/22/94
8/94	8/25/94	8/31/94	9/06/94	9/08/94	9/22/94
9/94	9/26/94	9/30/94	10/05/94	10/07/94	10/21/94



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: ATTENDANCE RECORDS
POLICY**

Number:

94/8

Date Issued:

June 9, 1994

Cancelled Effective:

- 4 -

<u>Pay Period</u>	<u>Custody 998-A Produced</u>	<u>Payday</u>	<u>3rd W/Day</u>	<u>5th W/Day</u>	<u>AR's Established</u>
10/94	10/25/94	10/31/94	11/03/94	11/07/94	11/22/94
11/94	11/22/94	11/30/94	12/05/94	12/07/94	12/22/94
12/94	12/23/94	12/31/94	01/04/95	01/06/95	01/23/95

Submission of a CDC Form 998-A is required under the following circumstances including all supporting documentation as instructed:

BL	Bereavement Leave.*
S	Sick Leave-self.
SF	Sick Leave-family.
SD	Sick Leave-death in family.
S/-	Any other leave credit used in lieu of sick leave such as vacation (S/V), holiday credits (S/H), excess credits (S/TE), personal leave program (S/PLP), dock (S/L).
SW	Subpoenaed Witness.**
J	Jury Duty.*
CTR	Catastrophic Time Recipient.
ML	Military Leave.*
MLE	Extended Military Leave.*
NDI	Nonindustrial Leave.
WC	Worker's Compensation.

* CDC Form 998-A must have supporting documentation attached.

** CDC Form 998-A must have supporting documentation attached for nonparty or nonstate subpoenaed witness.



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: ATTENDANCE RECORDS
POLICY**

Number:

94/8

Date Issued:

June 9, 1994

Cancelled Effective:

- 5 -

CHARGING FOR INSUFFICIENT LEAVE CREDITS

If any employee has insufficient leave credits to cover an absence with the credits they chose to use, leave credits will be charged in the following order **without prior notification** to the employee; however, the employee will be notified of the change after the credits have been taken:

Insufficient Sick Leave	Holiday, Compensated Time Off (CTO), Vacation, Personal Holiday (PH), PLP, Excess, Dock.
Insufficient Vacation	Holiday, CTO, PH, PLP, Excess, Dock.
Insufficient Holiday	CTO, Vacation, PH, PLP, Excess, Dock.
Insufficient PLP	Holiday, CTO, Vacation, PH, Excess, Dock.
Insufficient PH	Holiday, CTO, Vacation, PLP, Excess, Dock.
Insufficient CTO	Holiday, Vacation, PH, PLP, Excess, Dock.
Insufficient Excess	Holiday, CTO, Vacation, PH, PLP, Dock.

Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into Sections 31080 and 33010 of the Department Operations Manual. Please direct any inquiries regarding this bulletin to Cecelia Ortiz, Manager, Personnel Automation Unit, at (916) 445-9530 or CALNET 485-9530.

R. H. DENNINGER
Chief Deputy Director

Attachments